

Office 365 for Education

The College of New Caledonia participates in the **Microsoft Office 365 for Education** program. This allows students and employees to download Microsoft Office Applications free of charge. Students will have access to this program and software for as long as they are enrolled in classes at CNC. Employees will have access to this program and software for as long as they are employed at CNC.

Different Applications are available to you depending on your device. Each CNC user will be able to download Microsoft 365 Apps to 5 personal devices.

To register please visit <https://portal.office.com> and log in with your CNC email and password.

Your CNC email address is username@cnc.bc.ca

Applications available for Computers and Tablets:



Word



Excel



Powerpoint



OneDrive



OneNote

Applications available for Android and Apple iOS devices:



Office Mobile



OneDrive



OneNote

Download & Install Instructions for Computer and Tablet:

1. Go to <https://portal.office.com>
2. Log in with your CNC email and password (your CNC email is 'username@cnc.bc.ca')
3. On your Office 365 Account page you have the option to install Office Apps

Download & Install Instructions for Android or Apple iOS devices:

1. Follow steps 1 to 3 as above
2. Enter your email address when prompted to send a free MS Office download link